

**Mid-Atlantic Christian University
Academic Affairs Policy #15**

SUBJECT: Retention and disposal of Family Educational Rights and Privacy Act Data/Documents

DATE: May 30, 1995

REVISED: September 26, 2005

NEXT SCHEDULED REVIEW: Odd-number years in February

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Registrar's Office

Procedure for: Registrar's Office

Authorized by: VP Academic Affairs

Issued by: Board of Trustees

I. Purpose

This policy statement addresses "Standard 12.5 Student Records" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy

Retention Schedule F

Family Educational Rights and Privacy Act Data/Documents

Location of Records Held: Registrar's Office

Authorized Access: Academic Affairs personnel

<u>Documents</u>	<u>Recommended Minimal Retention Time</u>	<u>Disposal [manner/date]</u>
Requests for formal hearings	permanent	NA
Requests and disclosures of personally identifiable information	permanent	NA
Student requests for nondisclosure of directory information	until terminated by student	at time terminated

Student statements on content of records regarding hearing panel decisions.	permanent	NA
Student's written consent for records disclosure	until terminated by student	when terminated
Waivers for rights of access	until terminated by student	when terminated
Written decisions of hearing panels	permanent	NA

Notes:

Whenever the recommended retention period is the "life of the affected record," the retention period of the FERPA document is meant to be the same as that of the student records to which it pertains: students' waivers of rights to access to letters of recommendations, for example, should be retained until terminated or the letters themselves are destroyed [see Schedules A and B]. If the retention period for a record to which a FERPA document pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.

Notes and suggested schedules adopted from "Retention of Records: A Guide for Retention and Disposal of Student Records," American Association of Collegiate Registrars and Admissions Officers, 2000.

III. Procedure

The Registrar's Office will set appropriate reminders in the operations calendar to manage record retention.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices